

**CITY OF CORVALLIS
CLIMATE ACTION TASK FORCE
AGENDA**

Tuesday, July 28, 2015
5:00-7:00 p.m.
Fire Main Meeting Room
400 NW Harrison Boulevard

- | | | |
|-------|---|-------------|
| I. | Call Meeting to Order | Chair Baker |
| II. | Visitor Comments | |
| III. | Review of July 16, 2015 Minutes | Task Force |
| IV. | Review Revised Climate Action Plan Scoping Documents | Task Force |
| V. | Georgetown University Energy Prize Scoping Discussion | Task Force |
| VI. | Discussion of the Climate Action goal components
(CAP and GUEP) as a whole | Task Force |
| VII. | Visitor Comments | |
| VIII. | Adjourn | |

Task Force Members

Zachariah Baker, Chair
Penny York
Roen Hogg
Kirk Bailey

Cindy Dahl
Marjorie Stevens
Brandon Trelstad

Climate Action Goal

Over the next two years, take bold action to address climate change by (1) supporting the energy conservation efforts of the Corvallis Georgetown University Energy Prize team, and (2) adopting and beginning to implement a comprehensive long-term climate action plan that will significantly reduce Corvallis' greenhouse gas emissions and foster Corvallis' resilience to the effects of climate change.

**DRAFT
CITY OF CORVALLIS
CLIMATE ACTION TASK FORCE ACTION MINUTES
July 16, 2015**

The City of Corvallis Climate Action Task Force meeting was called to order at 5:02 PM, July 16, 2015, in the Madison Avenue Meeting Room Corvallis, Oregon, with Chair Zachariah Baker presiding.

ROLL CALL:

Members Present: Kirk Bailey, Zachariah Baker, Cindy Dahl, Brandon Trelstad, Penny York

Excused: Roen Hogg, Marjorie Stevens

Staff Present: Nancy Brewer, Kris Kelly

SUMMARY OF DISCUSSION:

Agenda Item	Actions/Recommendations
Call Meeting to Order	Chair Baker called the meeting to order and provided an overview of the meeting agenda.

Agenda Item	Actions/Recommendations
Visitor Comments	<p>Debra Higbee-Sudyka presented a handout (attached) for task force members detailing a greenhouse gas reduction plan for city and municipal government.</p> <p>Dave Bella sought clarification on the term action item as it was used in the Climate Action Plan Draft Scope of Work. He offered input from his experience and emphasized the need to focus on actions over measurements and goals.</p>

Agenda Item	Actions/Recommendations
Review of June 30, 2015 Minutes	Approved by consensus.

Agenda Item	Actions/Recommendations
Climate Action Plan Scoping Discussion	<p>Chair Baker introduced the Climate Action Plan Draft Scope of Work and Draft Timeline documents that were included in the meeting packet. Task force members progressed through the sections of the documents asking questions, discussing and making recommendations for the final versions.</p> <p>Chair Baker agreed to provide a revised version of each document, using track-changes to highlight the areas discussed, prior to the next meeting.</p>

Agenda Item	Actions/Recommendations
Visitor Comments	<p>Annette Mills presented a handout (attached) in support of Guiding Concepts 1 & 2 from the Climate Action Plan Draft Scope of Work.</p> <p>Dave Bella recommended the public process used for the OSU District Plan to engage people through the use of scenarios.</p> <p>Linda Lovett discussed a recommended process for setting targets, the ICLEI five-milestone framework used by many municipalities and emphasized the importance of using current climate science as a guiding principle for the Climate Action Plan.</p>

The Task Force adjourned at 7:29 PM.

An audio recording of the entire meeting can be listened to at:

<http://archive.corvallisoregon.gov/Browse.aspx?startid=597115&dbid=0>



July 16, 2015

Members of the Climate Action Plan Task Force
501 SW Madison Avenue
Corvallis, Oregon 97333

Subject: GHG Reduction Plan for City and Municipal Government

Dear Climate Action Plan Task Force Members,

Thank you for the opportunity to comment and the excellent work that you've done. There are two important ideas that we would like you to consider as you deliberate on a Climate Action Plan for Corvallis: 1) Municipal GHG reduction be included in the Corvallis Climate Action Plan, and 2) All future City Plan updates include carbon reduction strategies. Both of these actions will assist Corvallis in achieving its greenhouse reduction goals, which is the objective of a CAP.

Municipal GHG Reduction

Municipal greenhouse gas reduction is often included in a CAP. In their presentations, both Michele Crim, City of Portland, and Matt McRae, City of Eugene explained how they were working with their respective municipalities to report their GHG reductions. The actions that a municipality takes to reduce greenhouse gases sets a good standard and provides its citizens with a role model. It's important that all municipal departments set, measure, and verify meaningful GHG reduction goals to help meet the City's overall reduction goals.

The US National Climate Assessment Report¹ gives supportive evidence for municipal GHG reduction. The chapter on "Urban Systems, Infrastructure and Vulnerability" shows a level of concern about the ability of municipal systems to handle the impacts associated with climate change. It points out the following concerns:

1. Climate change and its impacts threaten the well-being of urban residents in all regions of the U.S. Essential local and regional infrastructure systems (such as water, energy supply and transportation) will increasingly be compromised by interrelated climate change impacts.
2. In urban settings, climate-related disruptions of services in one infrastructure system will almost always result in disruptions in one or more other infrastructure systems.
3. Climate vulnerability and adaptive capacity of urban residents and communities are influenced by pronounced social inequalities that reflect age, ethnicity, gender, income, health and (dis)ability differences.

¹ The United States National Climate Assessment and Development Advisory Committee released the Federal Advisory Committee Climate Assessment Report in May 6, 2014: [www.ncadac.globalchange.gov](http://www.nacadac.globalchange.gov)

Operationally, the City has a sustainability policy that focuses on five goals.² These could be included in the Climate Action Plan process. The good news is that cutting back on greenhouse gases, such as in the energy sector, will potentially save the City money. For example, Corvallis's wastewater treatment plant is presently being worked on and it's estimated through this work they will save up to \$50,000/year in energy savings.

Plan Updates

A Carbon Action Plan to reduce GHG levels will be increasingly illusive if carbon reduction strategies are not part of all future Plan updates such as the Corvallis 2020 Vision Statement, the Comprehensive Plan, the Transportation System Plan, and others. Therefore, a Corvallis Climate Action Plan should inform and be integrated into the updates of these plans.

In 1997, the Corvallis 2020 Vision Statement was a guiding document that was adopted the same year as the Kyoto Protocol—the first United Nations Climate Change Conference.³ It can be argued that we weren't as aware of or as effected by climate change, so the 2020 Vision Statement did not specifically address GHG reduction. However now that the Koyoto Protocol's successor, the 11th Conference, will be in Paris in November, the urgency of the problem is well understood. Therefore, this time an update of the Corvallis 2020 Vision Statement must include GHG reduction strategies.

In the original budget, both the CAP and Vision plans were allocated one full time employee. We support a full-time position dedicated to the Climate Action Plan, due to the fact that an FTE is needed to work on coordinating all Plans and municipal departments towards greenhouse reduction and preparation for the effects of climate change.

Thank you very much for all the important work that you are doing toward this timely Climate Change effort.

Respectfully,

Debra Higbee-Sudyka
Conservation Committee
Oregon Chapter Sierra Club
4750 SW Nash Avenue
Corvallis, OR 97333
(541) 554-6979

² Employer of Choice, Sustainable Facilities, Sustainable Purchasing, Vehicle Carbon Footprint, Waste Reduction

³ The successor to the Koyoto Protocol, the 11th United Nations Climate Change Conference, will be in Paris, France in 2015.

DATE: July 16, 2015
TO: Zachariah Baker, Chair
City of Corvallis Climate Action Task Force
FROM: Annette Mills
SUBJECT: Scope of Work

I am writing in support of the draft Scope of Work that was included in the 7/9/15 Climate Action Task Force packet. I am encouraged to see the inclusion of Guiding Concepts, and, while I support all of the guiding concepts that are listed, I am especially supportive of the first two.

Guiding Concept 1: The Community Proposed Climate Action Plan will not be adopted as presented, but will serve as a starting point to inform development of the Corvallis Climate Action Plan.

I was privileged to be a member of the grassroots group that developed the community plan, and I am proud of the quality of the work reflected in that plan. However, it was never the group's intention to ask City Council to adopt the plan as written. Rather, our purpose was to create a framework that offers direction and focus – in other words, to serve as a starting point in the development of a City of Corvallis plan to address climate change. It was our hope that the hundreds of hours of work that went into researching and writing the plan would help save City staff and elected officials time and money in the development of the City's Climate Action Plan. By serving as a starting point, the grassroots-based plan can serve as an important tool to stimulate discussion.

Guiding Concept 2: Corvallis CAP development will include substantial opportunities for public input.

My decades of experience in community-based work have taught me that the importance of public participation cannot be overstated. Community members provide new ideas, diverse perspectives, and creative solutions that can result in robust and dynamic plans and programs. While the grassroots group provided many opportunities for public input to the Community Proposed Climate Action Plan, there were many people and groups in Corvallis who were unaware of these opportunities. With the City's ability to reach out to every household, business, and organization in the community, the opportunities for public input will be much broader than were possible for the grassroots group to accomplish. The City's climate action plan will have much more power if individuals and groups within the community have an opportunity to own it by providing their ideas, perspectives, and solutions.

I deeply appreciate the work of the Climate Action Task Force, and I look forward to watching the planning process unfold.

Climate Action Plan DRAFT Scope of Work

I. Guiding Concepts

- The Community Proposed Climate Action Plan will not be adopted as presented, but will serve as a starting point to inform development of the Corvallis Climate Action Plan (Corvallis CAP)
- The Corvallis CAP will be a community climate action plan that will include action items will addressing City government actions as well as community actions and will be the responsibility of the whole community to implement
- Corvallis CAP development will include substantial opportunities for public input
- Corvallis CAP development will include staff input from all City departments
- Corvallis CAP development will strive to leverage existing expertise in the community and create opportunities for collaboration
- The Corvallis CAP will be informed by current climate science
- The Corvallis CAP will address both mitigation and adaptation
- The costs and benefits of Corvallis CAP action items will be included in evaluation criteria evaluated and considered that will be used to inform action item recommendations
- Corvallis CAP action items will strive to achieve multiple benefits, not just greenhouse gas emission reductions
- The Corvallis CAP is not intended to be a document that sits on a shelf once it's written – ongoing implementation, monitoring, reporting, and evaluation will be necessary for success

II. Workplan

A. Develop Evaluation Criteria

1. Discuss desired outcomes of CAP actions (e.g. reduced GHG emissions, economic savings for the City and community members, public health improvements)
2. Brainstorm evaluation criteria (e.g. reduction of GHG emissions, amount of economic cost/savings, impact on livability, City/community capacity to implement)
3. Consider weight/prioritization of criteria
- 3.4. Seek City Council approval of evaluation criteria

B. Set/Develop a Greenhouse Gas Emissions Reduction Target

1. Consult current climate science
- 2.1. Consult local, state, federal, and international regulations/recommendations
2. Review targets of peer communities
3. Recommend preliminary target
4. Seek City Council approval of preliminary target

- 3.5. Revisit the preliminary target after analyzing the Community Proposed Climate Action Plan and other CAPs (C2-4 below), and again after the coordinated public outreach effort (C5 below). Recommend any changes to City Council for approval.

C. Draft the Corvallis Climate Action Plan

1. Identify and review current City/community climate actions/policies being taken by city/community (e.g. Sustainability Coalition's 2013 Action Framework, The Community Energy Strategy: A 2020 Framework)
 - a. Identify strengths, weaknesses, gaps, and opportunities
 - b. Initial brainstorm of new suggestions/ideas for climate actions
- 1.2. Analyze Community Proposed Climate Action Plan
 - a. Identify structural pieces for inclusion in the Corvallis CAP
 - b. Action item by action item review
 - c. Prioritize/recommend action items for further consideration
- 2.3. Review CAPs of other communities (primarily Eugene, Portland, and Fort Collins, CO)
 - a. Identify structural pieces for inclusion in the Corvallis CAP
 - b. Identify action items to consider for inclusion in the Corvallis CAP
 - c. Prioritize/recommend action items for further consideration
- 3.4. Determine Corvallis CAP structure and Develop/compile recommended action items/scenarios
- 4.5. Coordinated public outreach/review of recommended action items/scenarios
- 5.6. Write/compile the Draft Corvallis CAP
 - a. Add/subtract/adjust action items/scenarios based on public comment
 - b. Develop an implementation strategy (e.g. who will carry out action items; plans for monitoring, evaluation, and reporting; funding mechanisms)
- 6.7. Write/compile the Draft Corvallis CAP

D. Present Corvallis CAP for City Council Adoption Review and Adoption

E. Begin Implementation of Corvallis CAP

III. Public Process

- Public comment periods at all Task Force Meetings
- Ongoing electronic means of providing input/feedback – email, survey tool, etc.
- Review of action items by Topic area experts/advisors from the public will participate in review of action items/scenarios
- Coordinated public outreach/review of recommended action items/scenarios (e.g. topic area by topic area public forums)

IV. Resource Needs

- Current Climate Action Task Force to continues to participate in and guide overall work
- Internal staff workgroup representing all City departments for action item/scenario identification, review, analysis, and implementation
- Topic area experts from the public for review of action items/scenarios

- | ➤ Staffing capacity to:
 - Provide support for Task Force meetings
 - Manage/Liaison with the internal staff workgroup
 - Conduct analysis of costs and benefits of action items
 - Design and facilitate coordinated public outreach effort
 - Draft/Compile the Corvallis CAP
 - Identify and capitalize on collaborative opportunities and partnerships

V. Opportunities for Coordination with other Council Goals

- | ➤ Public process coordination between the Climate Action, Vision and Action Plan, and Sustainable Budget goals; and other major planning efforts
- Development of the Corvallis CAP action item evaluation criteria and the livability index/indicators contemplated by the Vision and Action Plan goal
- Identification of cost savings/financing mechanisms related to climate action items to inform the work of the Sustainable Budget and Climate Action goals
- Policy specific opportunities with the Housing Development, OSU/City Relations, and Economic Vitality goals

Climate Action Plan DRAFT Timeline

2015

September	October	November	December
Develop Evaluation Criteria ³		Set <u>Recommend Preliminary</u> GHG Emissions Reduction Target ³	Review current City/community climate actions/ <u>policies</u>
<u>A¹; CATF, P²</u>		<u>B1-4; CATF, P</u>	<u>C1; CATF, SWG, TAE, GS, P</u>

2016

January	February ⁴	March	April	May	June ⁴	July	August
Review of Community Proposed CAP and other CAPs / <u>Develop Action Items/Scenarios</u>		Coordinated Public Outreach/Review of Action Items/ <u>Scenarios</u>			<u>Draft Corvallis Climate Action Plan and implementation recommendations</u>		
<u>C2-4; CATF, SWG, TAE, GS, P</u>		<u>C5; CATF, GS, P</u>			<u>C6; CATF, SWG, GS, P</u>		

September	October	November	December
<u>Finalize Draft Climate Action Plan and implementation recommendations</u> <u>Present Draft to City Council for Review and Adoption</u>		<u>Present Draft to City Council/Adoption by Council</u> <u>Begin Implementation of Corvallis CAP</u>	
<u>D; CATF, GS</u>		<u>E; TBD...</u>	

2017 and Beyond...

Implementation, Monitoring, <u>Reporting</u> , and Evaluation

Notes

¹ The A-E notations correspond with the Section II. Workplan in the Climate Action Plan Scope of Work

July 28, 2015

²The CATF, SWG, TAE, S, and P designations correspond with who will complete the work:

CATF = Climate Action Task Force

SWG = Staff workgroup

TAE = Topic area experts

GS = Goal staff

P = Public

³City Council review and approval will be needed before this step is completed.

⁴The Greenhouse Gas Emissions Reduction Target will be revisited by the Climate Action Task Force at this time per section B5 of the Workplan. Any recommendations for adjustments will be subject to City Council review and approval.

Georgetown University Energy Prize/Take Charge Corvallis DRAFT Scope of Work

I. Guiding Concepts

- Take Charge Corvallis is a community-led effort – the City will be a partner in supporting the effort
- The City’s support for the effort will primarily focus on facilitating public outreach, demonstrating energy saving measures, and supporting community members in their energy conservation efforts

II. Workplan

- A. Investigate communication coordination opportunities with Take Charge Corvallis (e.g. Ward meetings, the City newsletter or website links)
- B. Choose a new municipal energy-saving project by the end of December 2015 to complete in 2016 (e.g., community-supported solar, a net-zero municipal facility)
- C. As part of the development of the Corvallis Climate Action Plan:
 - 1. Review current city/community energy saving measures/plans (e.g. The Community Energy Strategy: A 2020 Framework)
 - 2. Recommend energy saving action items for inclusion in the Corvallis Climate Action Plan
 - 3. Develop implementation recommendations for energy savings measures for Draft Corvallis Climate Action Plan
- D. Bi-monthly check-ins with the Climate Action Task Force, staff, and Take Charge Corvallis, to discuss overall progress/barriers/opportunities

III. Public Process

- Public comment periods at all Climate Action Task Force meetings
- Public comment opportunities as part of the Corvallis Climate Action Plan process
- Opportunities to play an active role in the overall effort through the Take Charge Corvallis website: <http://www.corvallisenvironmentalcenter.org/energize/ctc/>

IV. Resource Needs

- Continuation of the Climate Action Task Force to provide overall guidance of the City’s efforts
- City staff liaison for Take Charge Corvallis
- City staff capacity to:
 - Provide technical assistance to Take Charge Corvallis as needed – e.g. coordination of data collection from Pacific Power
 - Initiate/support communication of Take Charge Corvallis efforts through City channels
- City staff/financial resources to implement new municipal energy-saving project
- Take Charge Corvallis Program Coordinator: \$5,000 toward the salary of a Take Charge Corvallis Program Coordinator who will be hired and managed by the Corvallis Environmental Center to carry out Corvallis’ Georgetown University Energy Prize/Take Charge Corvallis Program Plan

July 28, 2015

Georgetown University Energy Prize/Take Charge Corvallis DRAFT Timeline

2015

Sept	October*	November	December*
Initial identification of City communication opportunities, City programs/resources for energy savings, and City energy savings projects			Review of current City/community energy saving actions= Recommend new municipal energy-saving project^

2016

Jan	Feb*	Mar	Apr*	May	June*	July	Aug*
Publicize Take Charge Corvallis, City programs/resources for energy savings, City energy savings projects							
Implement new municipal energy-saving project							
Identify and recommend energy saving action items for inclusion in the Corvallis Climate Action Plan=							

Sep	Oct*	Nov	Dec*
Develop implementation recommendations for energy saving action items for Draft Corvallis Climate Action Plan=		Begin Implementing Corvallis Climate Action Plan energy saving actions=	

* Bi-monthly check in with the Climate Action Task Force

^ The new municipal energy-saving project will be subject to City Council approval

= This step corresponds with the Climate Action Plan workplan and timeline and would be occurring as part of the Climate Action Plan work

July 28, 2015